



Human Resources

DATE POSTED: February 4, 2005

REQ. # 05-035

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position will remain posted for at least five (5) working days from 02-04-05 TO 02-10-05.

DEPARTMENT/DIVISION
PUBLIC WORKS – CODE COMPLIANCE

POSITION AVAILABLE
ASSISTANT PERMITTING SUPERVISOR

OF OPENINGS
1

STARTING SALARY
\$31,900.34 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 742
PAY GRADE: 17
SALARY: \$31,900.34 - \$50,882.00
ASSISTANT PERMITTING SUPERVISOR

MAJOR FUNCTION: Responsible supervisory position for the Permitting Services Section, Building & Inspection Division, Department of Public Works. Position reports to the Permitting Supervisor.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

KNOWLEDGE: Understanding the basic principals of urban planning, zoning administration building permit processing and review. Knowledge of the County's Land Development Regulations, familiarity with the procedures necessary for contractor licensing and the Standard Building Code. Demonstrated office and personnel management skills are required. Knowledge of automated permitting and data management systems is preferred.

ABILITIES: Must be able to deal effectively with the public and present opinions both written and orally in clear and concise fashion. Must be able to maintain effective relationships with members of the Section, Division, Department and other Departments and Agencies.

ESSENTIAL JOB FUNCTION: Assists the Permitting Supervisor in the organization and administration of the Permitting Services Section. The Section is responsible for the acceptance and processing of all building and construction permit applications, the processing of all zoning certificates and for the dissemination of zoning and building development information as well as the clerical administration of the St. Lucie County Land Development Code.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds occasionally.

EDUCATION: Undergraduate degree in Planning, Public Administration, Business, Construction Management or related field. Three years of progressively responsible experience in zoning administration or code interpretation.

EXPERIENCE: A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida driver's license may be required.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
-------	-------------	----------	------------